

COMPTROLLER OF THE TREASURY

HALL OF RECORDS COMMISSION

Department or Agency

RECORDS MANAGEMENT DIVISION

GENERAL OFFICE - MISCELLANEOUS FORMS

RECORDS RETENTION SCHEDULE

546  
Schedule Number

1 of 1

Subdivision or Bureau

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of <u>nonrecord</u> material when no longer needed by office)
			A.	B. Distribution	
1	X-1	Request to Establish Special Bank	4	White - General Office White - To Treasurer White - Auditor White - Agency	Permanent Agency Retention Schedule Agency Retention Schedule Agency Retention Schedule
2	X-3	Individual Request for Out-of-State Travel	4	White - General Office White - General Office White - General Office White - Budget and Procurement	3 years, audit, destroy Nonrecord Nonrecord Agency Retention Schedule
3	X-4	Claims for Refund of Tax Erroneously paid the State	2	White - General Office White - General Office	7 years, audit, destroy Nonrecord
4	X-5	Expense Account	1	White - General Office	3 years, audit, destroy
5	X-10	Authorization to Approve Transmittals, Adjustments, Payroll Exceptions, Journals, Vacancy Cards, Petty Cash Vouchers (and other records listed on the card) Signature Card	1	White - General Office	Permanent or until replaced then destroy
6	X-15	Employment Record - Clerks of Court and Registers of Wills	1	White - General Office	Permanent
7	X-20	Investment Register Card	1	White - General Office	3 years, audit, destroy

Agency, Division or Bureau Representative

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

*Michael J. Botthorst*  
Signature

Chief, General Accounting Division

Title

OCT 6 1971

Date:

Oct. 21, 1971

Date

*Mona R. Randall*

Archivist

Oct. 27, 1971

Date

*Ludwig H. Hubert*  
Secretary